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3 December 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report
29 November - 3 December 1971

GENERAL

25X1A 1. AF Division is sending four officers to a condensed instructors' training course on 6 December. This will be half days for one week. Following this on a time available basis we will arrange for these officers to be introduced to [] techniques and materials and to attend [] programs as observers. They will then be used as needed to assist [] instructors going to AF on TDY instructional assignments. FE expected to take part in this program, but was unable to free the personnel at this time.

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25X1A8a

25X1A 2. During the period of this report seven programs involving 14 trainees were conducted. Four programs were conducted in Washington, two in [] and one was a TDY. Two of the programs are new and five were continuing.

25X1A2d1

3. The Office of Security utilized the [] facilities for [] purposes on 30 November.

25X1A2d2

25X1A9a

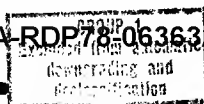
25X1A9a

4. [] attended a CI Operations Seminar conducted by [] from 29 November through 1 December. The same officers also attended three days of the [] Operations Course. This is part of a continuing effort to keep [] instructors both productively engaged during slack teaching periods, and up to date on what is being imparted in other operations courses.

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STAFF TRAINING BRANCH

- 25X1A9a 5. [] held a two-day tutorial for a female staff officer from
25X1A6a the [] in the conduct of personal meetings. A
major portion of the time was spent in outdoor practical work.
- 25X1A9a 6. [] spent two days in role-play assignments which
were part of the live problem in the current AOC.
- 25X1A9a 7. [] European Division, has been on detail to OTR for about
25X1A two months to help develop a card index system keyed to the live problem
situation used in the BOC. [] will return to the Division on 6 December.
He has given valuable assistance by creating about 800 cards and enabling
us to move into the final phase of this effort.
- 25X1A9a 8. [] attended a three-day course in
"Professional Selling Skills" which was conducted by representatives of the
25X1A8a Human Targets element in SB Division. [] 25X1A9a
TSD [] also attended. This course, developed by XEROX covers basic
selling skills applied in the commercial field. It utilizes programmed in-
struction, both in writing and on tape. A series of role-playing situations
are involved, some of which SB has keyed to operational situations and
written up as supplements. (These three days normally start off a ten-day
course which SB has developed primarily for SB officers who are working
closely with access agents.) The initial concensus of those who attended
this special running is that the course is not applicable in its present form
to operations courses in OTR. However, there are some worthwhile teaching
points and a modification of the course might be a possibility. These points
25X1A will be discussed further with the [] officers who attended and with concerned
OTR officers in Headquarters and at [] 25X1A2d1

25X1A9a

[]
Chief, Operations School/TR

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